



Office of the Registrar • Woody Hall
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REQUEST FOR OFFICIAL GRADE CARD

FOR COURSEWORK COMPLETED WITHIN THE LAST 60 DAYS

*Please check your MyLaVerne to verify all grades have been submitted and your address is correct.
This form can be submitted by mail, fax or in person.*

First Name _____ Last Name _____

Student ID Number _____

Student Signature _____ Date _____

Grade cards will:

- 1. Not be mailed until all grades have been processed for the term/semester.*
- 2. Be sent out within 7 working days of grades being processed.*
- 3. Be mailed to the address we have on file.*